

KOICA THAILAND

The Korea International Cooperation Agency (KOICA) is the sole government agency responsible for the Korean government's bilateral grant aid programs and technical assistance programs under the Ministry of Foreign Affairs and Trade of the Republic of Korea. Beside technical support and bilateral cooperation, the KOICA office in Thailand is also operating the invitation programs to Thai officials for training courses in Korea and dispatching Korea overseas volunteers to partner organizations in Thailand.

KOICA Thailand Office is currently seeking suitably qualified applicants for a position in **PR and administration**.

CLOSING DATE FOR APPLICATIONS: 2 February 2025

EXPECTED INTERVIEW DATE: 6 February 2025

POSITION TITLE: Program Officer(PR)

CONTRACT DURATION: 1 year

JOB TYPE: Full-time / Monday to Friday (08:00-16:30, 35 hours per week)

SALARY RANGE: \$900-\$1,000 depending on experience

LOCATION: KOICA Thailand Office/ AIA Capital Center, Bangkok 10400

ESTIMATED START DATE: 24 February 2025

RESPONSIBILITIES

1. Public Relations

- Manage the KOICA Thailand Office Facebook page as the primary admin by drafting and uploading relevant PR postings
- Design graphics for office promotional items, using Adobe Illustrator and Photoshop and/or other design programs

2. Logistics

- Maintain communication with various logistical partners, including travel agencies, hotels, etc.
- Manage all travel bookings for staff and volunteers

3. Secretary to Country Director

- Inform the Country Director of invitations to official meetings
- Manage the daily, weekly, and monthly schedules of the Country Director

4. Reception/Other Administrative Duties

- Manage incoming and outgoing mails/emails and answer general inquiries
- Answer phone calls and direct them to relevant staff
- Other duties as assigned

REQUIREMENTS

- Bachelor's degree preferably in the area of business administration, international development, or related fields;
- Minimum 1 year experience in relevant fields;
- Proficiency in Microsoft Office applications (e.g., Word, Excel, PowerPoint), Adobe (e.g., Photoshop, Illustrator), and Gmail;
- Fluency in English is required;
- Knowledge of the Korean language is an asset.

HOW TO APPLY (EMAIL ONLY)

- Interested candidates must submit the following documents to *koicathai@gmail.com*:
 - (1) Curriculum vitae, (2) Cover letter, (3) Scanned copies of degrees
- Please mention the position you are applying for in the title of your application email (e.g., Program Officer, Safety & Security Officer)

* Point of Contact: Ms. Sodam Hong/Program Manager/Tel: 02-248-1251-3

* **Only suitably qualified applicants will be shortlisted and informed for the further process (written test and/or interview).**